



EQUALITY & DIVERSITY POLICY

The Company recognises that discrimination in the workplace, in any form, is unacceptable and in most cases is unlawful. We have therefore adopted this Equality & Diversity Policy, to ensure that all job applicants, employees and clients/learners are treated fairly and without favour or prejudice. We recognise that everyone should be treated with dignity and respect and appreciate the value of diversity of all.

We are committed to applying this policy throughout all areas of employment whether directly employed or as a sub-contractor; recruitment and selection, training, development, promotion and service provision specifically with all clients and learners. In all situations, people will be judged solely on merit, ability or potential.

Discrimination occurs when anyone receives less favourable treatment on the grounds of: age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership & pregnancy and maternity, this may be direct or indirect and can include discrimination by association or perception.

The policy will be included in all inductions conducted, including all employees, sub-contractors and client/learners.

The following sets down the key points of the policy, and are designed to tackle and prevent all discrimination, any breach of the policy will lead to disciplinary action, which may include dismissal.

- The policy will be implemented in accordance with the requirements of The Equality Act (2010), the Equality Act (Specific Duties and Public Authorities) Regulations 2017, Section 75 and Schedule 9 to the Northern Ireland Act 1998 and ROI is Equal Status Act 2015.*
- Each and every person has a duty to observe and apply the policy at all times.*
- Each and every person has an obligation to make a positive contribution towards engendering an environment, of equality, diversity and equal opportunity, throughout the business.*
- Learners with special needs will be accommodated appropriately to ensure they receive equal opportunity and access to a fair and comprehensive training/assessment and where required granted confidentiality in relation to their needs.*
- Our induction process will be as simple and straight forward as possible, and we will not ask for unnecessary information. ([Refer to 008 UTS Learner Induction Plan](#))*
- Reasonable adjustment information will be ascertained at the time of confirmation of booking a service provision via the electronic booking process. Only relevant information will be sought to ensure anyone requiring any reasonable adjustment to assist in full participation will be identified and accommodated and will not be disadvantaged, any reasonable adjustments will be notified to the appropriate awarding organisation using the correct form/documentation.*

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- *To ensure that we reach the widest cross section of the community, all vacancies will be advertised through the chosen 3rd party recruitment specialist, or independent media, as well as being advertised internally. All job roles will be re-numerated in accordance with the specific role only.*
- *We will ensure at all times that any marketing and promotional material, training materials and images used or displayed throughout the business are representative of society.*
- *We will not tolerate any breaches of this policy by clients/learners and will withdraw all services from any parties found to be in breach of the policy.*
- *The Appeals Procedure is available to any client/learner who believes that they have been discriminated against, and the Company would urge those individuals to pursue their rights, through this channel. (Refer to 004 UTS Appeals Policy)*
- *Under no circumstances unless specified in legislation, discrimination based on age alone is unacceptable, with that in mind Up To Speed Training & Assessment Ltd has implemented a safeguarding policy for persons under the age of 18 (Refer to 006 UTS Safeguarding Policy).*

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